



MOBILE PHONE POLICY

(FOR STUDENTS)

Presented to:

**Full Governors' Meeting
26 September 2023**

Date approved: ¹	7 December 2021
Date reviewed: ²	26 September 2023
Date of next review: ³	Autumn 2026

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus three years

1. RATIONALE

Mobile phones are part of modern society and the majority of students will now own a mobile phone. We understand that for safety reasons, students will carry a mobile phone in order to contact parents/carers after/before school. However, mobile phones can lead to several problems in school, for example bullying, disruption to lessons and inappropriate web usage. As a school we strongly encourage our students to talk to each other and develop friendship groups at break and lunchtime, as opposed to using their mobile phones.

As a result, the use of mobile phones during school hours without staff permission is now completely forbidden, and students found using their mobile phone during school hours will be dealt with in accordance with this policy.

2. PURPOSE

- 2.1 To clarify the school position on mobile phones.
- 2.2 To ensure that staff, students and parents/carers are fully conversant with the policy and understand the reasons for the policy.
- 2.3 To support our behaviour management policy, which aims for outstanding behaviour and safety of students across the school.
- 2.4 To ensure that student welfare and safeguarding incidents associated with mobile phones are minimised.

3. PROCEDURE

- 3.1 Mobile phones are allowed on site (this is defined as 'inside the school gates) but must remain switched off during school hours and out of sight unless a member of staff has given permission for a student to use their phone for a genuine reason. This includes breaks and lunchtimes.
- 3.2 Any student seen with a mobile phone during school hours without permission will have their phone confiscated. Phones must not be seen or heard and must be placed in bags, out of sight. Phones must not be in pockets.
 - 3.2.1 This includes the use of 'Smart' watches – the inappropriate use of these is not allowed as they are effectively mobile phones and will be treated as such.
 - 3.2.2 Confiscated phones / devices will be labelled and taken to Student/Main Reception where they will be secured safely.
 - 3.2.3 Students will have a one chance system. On the first occasion only, the student may collect the device from Student/Main Reception at the end of a school day. After this, all confiscated devices will have to be collected by the student's parent/carer at the end of a day from Main Reception. Should a parent/carer be unavailable to do this, the student concerned will be able to collect their device after school on the Friday of the week in which the device was confiscated.

If a student refuses to hand over their device, this will be deemed as a failure to follow staff instruction and the Behaviour Policy will come into force. The student's parent/carer will be contacted as soon as possible to resolve the behavioural issue and following that they will receive a further sanction eg detention.
 - 3.2.4 When a phone / device is confiscated, parents/carers need to be aware that there may be a time delay before the phone / device is able to be collected.

- 3.2.5 Students are allowed to use their phone to contact home relating to safety/transport, home reasons after a drama, music or sporting activity. In this instance staff should allow students to use their phone on the school site if this is appropriate.
- 3.2.6 Students are allowed to switch their mobile phones on after the end of period 6 and when they have left the classroom to check for messages from home regarding transport. Students will not have their phones confiscated after 3.10 pm
- 3.2.7 It is strongly recommended that transport arrangements are sorted before students leave for school, but urgent messages during the school day will be passed on to students via the school office.
- 3.2.8 Students will receive an explanation of the mobile phone policy and the policy will be placed on the school website for parents/carers to access.
- 3.2.9 Earphones/air pods or similar headphones should never be seen in school.
- 3.2.10 The College accepts no responsibility for any personal property brought onto school sites.

3.3 **Sixth Form Students**

- 3.3.1 Students in the Sixth Form will be allowed to use their phones whilst in the Sixth Form area (McLaren building).
- 3.3.2 In all other areas of the school, Sixth Form students must follow the guidelines as stated in section 2.
- 3.3.3 Sixth Form students are allowed to use mobile phones for work purposes whilst in silent study lessons only. This does not apply outside the McLaren Building.

4.0 **REVIEW**

The Governors will review this policy in line with the procedure for policy review.

Date for Review

If no other reason for review, this policy will be reviewed in 3 years by the Governors.